



City of Seattle

Gregory J. Nickels, Mayor
 Department of Planning and Development
 D. M. Sugimura, Director

IMPORTANT INFORMATION FOR ISSUANCE OF YOUR MASTER USE PERMIT

The land use decision on your Master Use Permit (MUP) application has now been published. **Publication of your land use decision is an intermediate step to receiving an issued permit on which you can pursue the approved use and/or development.** There is an appeal period as described in the decision notice. At the conclusion of the appeal period, your permit will be considered "approved for issuance". If the decision is appealed, the "approved for issuance" date will be the fourth day following the Hearing Examiner's decision.

Any pre-issuance conditions or revisions must be made within 74 days from the date that the decision is published. This period may be extended to not longer than 18 months by the Department if it is determined that there are good reasons for the delay, for example the decision is appealed, or if a different schedule is agreed upon.

Once the pre-issuance conditions and/or revisions have been made, you will be notified that the permit is ready to be issued and the amount of any outstanding fees. It is your responsibility to pick up your permit and pay the outstanding fees, thus completing the issuance process, within 60 days from the date you are notified. Failure to pick up the permit within 60 days may result in a written notice of intent to cancel. Fees owed on canceled projects will be forwarded for collection.

Master Use Permits not issued within 18 months from the date they are approved for issuance, as described in the first paragraph of this letter, will be cancelled and any outstanding fees will be forwarded for collection.

Further information regarding Master Use Permit issuance may be found in the Seattle Land Use Code at 23.76.028.

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